



DRAFT

**MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD BUSINESS MEETING MINUTES**

Thursday – September 22nd, 2005

1:00 pm to 4:00 pm

DLI Walt Sullivan Building - Helena

Board Members Present:

Carolyn DeYoung, Patty Guiberson, Karen Dellwo, Cal Boyle, Patty Nordlund, Kathy Yankoff and Sylvia Murray (by phone)

Recorder: Kathy Yankoff

Guests: Jim Lambert, JMG Program Specialist – DLI Workforce Services Division and Lorelee Robinson, JMG Foundation Director

(Note: Ingrid Childress, Workforce Services Division Administrator provided a Department and Division update at the Annual Strategic Planning Session held earlier in the day.)

I. CALL TO ORDER: Carolyn DeYoung called the meeting to order.

- A. **Agenda Review:** No changes to the agenda
- B. **Approval of Minutes from 04/07/05:** The minutes were approved as submitted.
- C. **Correspondence:** Correspondence since the Spring Board meeting: 1) a request from the Glendive JSEC for the MSEC to be a pass-through for a grant they have been awarded; and 1) a request from the Lake County JSEC for a grant to help with expenses for their Fall/Winter 2005 Workshop. This item will be discussed under New Business.

II. REPORTS AND UPDATES:

- A. **Treasurer's Report (Sylvia Murray):** A copy of the Treasure's Report was passed out to all members present. **Current balance** is \$10,166.78. **Revenue** since the last report (May 18, 2005) totals \$3,820.07. Revenue sources included: \$1,568 from the Silent Auction, \$1,486 from the Raffle, \$500 from the NW Foundation (Glendive JSEC grant), \$240 from pad folio and pen sales and a small amount of CD and Savings Account interest. **Expenses** since the last report total \$3,847.32. Costs from the annual meeting include: \$200.00 to the Glasgow JSEC from the attendance drawing, \$164.76 for awards, \$325 for the digital camera raffle prize, \$239.56 for 25% raffle proceeds cut to the Glasgow JSEC. Other expenditures included \$2,270 to Montana Marketing for the new supply of pad folios, \$129.76 to the Missoula JSEC for professional development of a print ready JSEC logo for use by all JSECs and \$500 to Glasgow JSEC (the NW Foundation grant pass-through). **DISCUSSION:** Kathy explained the reason for the \$500 pass-through from NW Area Foundation to Glendive JSEC. Steve Olson, Job Service Manager in Glendive was eligible for a \$500 grant due to his involvement in another Foundation activity. He wanted the Glendive JSEC to get it, but the grant could only be issued to a 501 ©(3) non-profit – so the MSEC agreed to accept the grant and pass it on to Glendive JSEC. **ACTION:** The report was accepted as corrected and a signed copy was given to Kathy for the permanent file.
- B. **Jobs for Montana's Graduates (Jim Lambert & Lorelee Robinson):**
JMG Program: Jim noted that, since it's inception in 1991, JMG has served over 6,000 students. Nationally, our program has received a lot of recognition for performance as well as curriculum development. For 2003/2004 outcomes, Montana was in the top 3 nationally in most performance measures. One noteworthy outcome is a 96% graduation rate for Native American students enrolled in JMG. There are currently 40 programs and in January, a new program will be added in Brockton on the Ft. Peck Reservation. One innovative development this year is in Culbertson where the JMG Job Specialist is providing JMG at the middle school level. As in the past, JMG will select at least four students – possibly as many as 6 - to attend JAG's national leadership event December 7-10, 2005 in Washington, D.C. Jim thanked the Board for their financial support in the past and would appreciate whatever support the MSEC can provide this year to assist with clothing and spending for the students attending the conference. He did note that there is a bit more money in this year's budget to cover some of those costs, since 2 JMG staff positions (State Coordinator and a Program Specialist) have been vacant for a number of months.
 - Other things going on in JMG include:
 - ✓ JMG wants to build better partnerships this next year with local Job Service Centers and JSECs.
 - ✓ A meeting will be held the 2nd week in November in Kalispell to discuss the possibility of JMG in the new high school being built.

JMG Foundation: Lorelee reported that she retired from the Department in July and assumed the position of Executive Director for the JMG Foundation on August 1st. The purpose of the Foundation is to expand JMG to more schools through private fundraising and receipt of grants. She currently works out of her home, but has a lead on possible free office space with the Student Assistance Foundation – when they get into their new building (a year or two down the road). Other items relating to the Foundation:

- Americorps Grant – this grant involves partnerships with schools, Youth Challenge and the Office of Community Services to provide community service opportunities for JMG students leading to financial assistance for post-secondary education.
- Montana Board of Crime Control: this grant is geared to development of JMG curriculum for the middle school level.
- Student Assistance Foundation: this is a \$10,000 grant that requires \$5,000 matching grants from other organizations.
- Lorelee will be attending the National Leadership Conference, although her main focus will be networking with her counterparts to learn as much as possible about fund raising.

- C. **2005 Annual Meeting Evaluations (Kathy Yankoff):** Kathy passed out copies of the evaluation results from the meeting in Glasgow. Overall the meeting was given high marks with just a few exceptions (a low of 4.6 and a high of 9.6 out of 10). Steve Beck and Jeanne Bender received the highest ratings – both over 9. Mary Thompson received the lowest rating. Other popular items were: tour of the Weather Station and Brad Eldredge's labor market presentation. There was overwhelming support for the new format (having the Banquet mid-meeting rather than as the last event) – only 1 person did not like it. Comments on topics for next year and other suggestions will be considered as planning for next year's meeting progresses.
- D. **Update on plans for 2006 Annual Meeting (Kathy):** The 2006 meeting will be at Fairmont Hot Springs and the dates are Monday, May 15th (Early Registration starting in the late afternoon), and all day Tuesday 5/16 and Wednesday, 5/17. Kathy traveled to Fairmont and Anaconda to meet with the Tri-County JSEC Coordinator, Shirley Cortright and Chair Rob Kellegher as well as Jim Bellandi – Fairmont Director of Sales. Fairmont has recently completed refurbishing of all guest rooms and the common areas – so the whole facility has a fresher look. Because of Fairmont's location (no other restaurants close by) the Banquet and most other meals on 5/16 & 5/17 will be at that facility. For the Early Registration – Shirley and I checked out both the Anaconda Country Club and Old Works Golf Course and decided the Old Works would be the best option. The last evening – 5/17, the local committee is proposing taking a train ride into Butte and having a meal function there. This is on the old spur between Anaconda and Butte and is privately owned and operated – it's just in the fledgling stages right now, so a lot of details need to be worked out.
- E. **Joint Conference/meeting with MEDA (Kathy):** Kathy reported that – rather than a joint meeting with MEDA, JSEC and Job Service in 2006, MEDA has invited our Job Service folks to join them at their Fall Conference in Whitefish in November. This works out well for a couple of reasons: 1) our JS folks will be able to get together with MEDA sooner than expected; and 2) we will be able to include an in-depth tour and presentation of the Flathead Regional Business Center for all JS Managers. The Managers typically meet in the Fall anyway – so we will be including separate Job Service only sessions around the joint sessions with MEDA. The meeting is November 1st, 2nd and 3rd at Grouse Mountain Lodge. The MEDA/Job Service joint session will be primarily on Wednesday, the 2nd.

III. OLD BUSINESS:

- A. **National SHRM membership renewal (Carolyn):** The renewal for the State Coordinator's SHRM membership will be due in a few months. The cost is \$160.00. The Board has covered this cost in the past as the Department cannot pay for individual memberships. **ACTION:** Cal made a motion to pay the membership again this year. Carolyn seconded the motion. No further discussion. Motion passed.
- B. **JMG National Conference- financial support (Carolyn):** Follow-up to the request made earlier during the JMG report. **ACTION:** Cal made a motion to provide \$600. Patty Nordlund seconded the motion. Discussion: Since we are unsure if 4 or 6 students will be selected, do we want to just indicate an amount per student? In the past, the money we donate has been used toward purchase of clothing and to provide \$50 in spending money to each student attending. Also, this year – it appears there is some additional JMG funding to help with some of these costs. Cal amended his motion to approve \$100 per student for up to 6 students. Patty Guiberson seconded the amendment. No further discussion. Motion carried.
- C. **MSEC Scholarship Program (Kathy):** For our first year, the scholarship program seemed to work pretty well. There were a few challenges and questions that arose during the process – one being Kathy's grandson was born in the middle of making the selection so there was a lot of telecommuting between Montana and Seattle. The way the process worked, there were 3 raters – Kathy, Sylvia and Raini Williams. Each person rated each nomination individually, submitted their results to Kathy who then compiled the three scores and came up with an average for each nominee. Noteworthy that all three raters came up with the same top 3 finalists. The process needs some fine-tuning before next year, so the Scholarship Committee will need to work out those details. The committee for the next year will consist of Sylvia, Barb, Cal and Kathy.

IV. NEW BUSINESS:

- A. **Lake County JSEC Grant Request (Carolyn):** The MSEC has received a request for a \$300 grant from the Lake County JSEC. The committee is trying something different this year with its Fall Seminar for employers. In hopes of reaching more employers, they are using a more central location, doing a bit more promotion in the local newspapers and providing a catered lunch. **ACTION:** Cal made a motion to approve the Lake County JSEC's request for a \$300.00 grant. Patty Nordlund seconded the motion. Discussion: It was noted that \$200 is the proposed ceiling in the MSEC policy on financial assistance to local JSECs. Is it a problem to exceed that? Since that figure is a "proposed" amount and since this is the first request to be made since the revised policy was established a few years ago – it does not appear that there would be any problem approving the higher amount. Motion carried with 5 in favor and 1 abstention (Karen).
- B. **Banking Options (Carolyn):** The MSEC currently uses First Security Bank – a Helena based local bank. Currently, Barb Kain takes on the primary responsibility to deposit funds, then she or Kathy communicate with Sylvia by e-mail and sending deposit slips. Because the bank does not have a statewide presence, this makes for a cumbersome process for the Treasurer to manage the accounts. It is suggested that the Council change to a bank with a statewide presence to allow greater flexibility and accessibility for the Treasurer and other Board officers. Ideally, the account should have minimal or no fees and should allow for in-person service at multiple locations as well as an on-line banking feature. US Bank appears to have what we would need and has a presence all over the state. Cal made a motion to move the MSEC account to US Bank. Patty Nordlund seconded the motion. Discussion: Sylvia's office is right across the street from the US Bank in Havre – so it would be very convenient for her to have the accounts there. Sylvia also has some suggestions for ensuring that there are checks and balances in place when a large deposit is made (primarily the funds raised at the Annual JSEC/Job Service meeting). Concern was expressed that we be sure the features we want are available through US Bank before switching the accounts. Concern was also expressed that changing the accounts might be unnecessary since there is typically very little activity in the accounts except around the Spring meeting time. Motion carried with 5 in favor and 1 opposed. It was agreed that the goal is to have the new account in place by the first of November to allow for outstanding checks to clear through the old account.
- C. **Hidden Agenda:** The date and time for the Spring Executive Board Meeting is Thursday, April 6th in the morning. We will again meet in the DLI Walt Sullivan Building. Kathy will schedule a conference room and will secure a block of guest rooms.

V. **ADJOURN:** There being no other business, the meeting was adjourned at 4:00 p.m.